



**Village of Algonquin**  
**Minutes of the Committee of the Whole Meeting**  
**Held On April 12, 2022**  
**Village Board Room**  
**2200 Harnish Dr. Algonquin, IL**

**AGENDA ITEM 1:** Roll Call to Establish a Quorum  
Trustee Auger, Chairperson, called the Committee of the Whole meeting to order at 7:30 p.m.

Present: Trustees Jerry Glogowski, Robert Smith, John Spella, Laura Brehmer, Maggie Auger, Brian Dianis and President Debby Sosine.

A quorum was established

Staff Members Present: Village Manager, Tim Schloneger; Assistant Public Works Director, Michele Zimmerman; Community Development Director, Jason Shallcross; Human Resources Director, Todd Walker; Village Clerk, Fred Martin; and Village Attorney, Kelly Cahill.

**AGENDA ITEM 2:** Public Comment

**Chris Kiours**, Kane County District 23 Board Member, President Kane County Forest Preserve, updated the Committee on the Forest Preserve providing free woodchips to residents, an additional \$17.5 million dollars has been dedicated to the Longmeadow Parkway Toll Bridge to offset costs, Grand Victoria Casino revenue of \$5 million dedicated to not for profit organizations.

**Ken Leonard**, of the Glenloch HOA Association has concerns regarding the Route 62 and Compton Drive PUD Development, Mr. Shallcross address the concerns

**Jim Eichhorn**, also has concerns regarding the standing tree line being maintained during the Route 62 and Compton Drive PUD Development, Mr. Shallcross confirmed that the tree line will stay intact.

**AGENDA ITEM 3:** Community Development

Mr. Schallcross Presented:

**A. Consider the Annexation of Certain Property on Oceola Drive**

On October 8, 2017, the Village of Algonquin closed on four adjacent parcels, the Subject Property, located across from the intersection of Oceola Drive and Iroquois Drive. The Village of Algonquin is now requesting approval to annex this Subject Property into the Village. The Subject Property would be annexed as R-1E Zoning District which is the default zoning district and also the most restrictive.

Staff recommends that the Committee of the Whole recommend that the Village Board approve the annexation of the Subject Property.

Following discussion, it was the consensus of the Committee to move this item forward to the Village Board for approval.

**B. Consider the Annexation of Certain Property on Edgewood Drive**

On February 15, 2018, the Village of Algonquin closed on the Sarah Fields Property, the Subject Property, located at 5615 Edgewood Drive. The Village of Algonquin is now requesting approval to annex this Subject Property into the Village. The Subject Property would be annexed as R-1E Zoning District which is the default zoning district and also the most restrictive.

Staff recommends that the Committee of the Whole recommend that the Village Board approve the annexation of the Subject Property.

Following discussion, it was the consensus of the Committee to move this item forward to the Village Board for approval.

**C. Consider Setback Variances at Property 190 Wildwood Road**

Robert and Debra Martineau, the "Petitioner", applied for two (2) variations to allow an eighteen foot (18') front yard setback and a seven foot (7') rear yard setback for the undeveloped parcel located at the southwest corner of Wildwood Road and Pioneer Road, the "Subject Property", commonly known as 190 Wildwood Road. The Subject Property is a legal non-conforming lot as the existing square footage is smaller than the minimum square footage for the zoning district, R- 2 One-family dwelling, and the Subject Property is also an

irregular shape rendering it impossible to fit a dwelling on the parcel that would meet the required zoning setbacks.

A Public Hearing was held for the two variation requests at the March 14, 2022 Planning and Zoning Commission Meeting. During the Public Hearing, an adjacent neighbor spoke in support of the requested variations. The Planning and Zoning Commission unanimously adopted staff's findings as the findings of the Planning and Zoning Commission and recommended approval of the request, as stated in the staff report, by a vote of 6-0. For additional details on the case, please reference the attached Planning and Zoning staff report for Case PZ-03-22.

Based on this information, staff recommends approval of the two (2) variation requests allowing an eight teen foot (18') front yard setback and a seven foot (7') rear yard setback at 190 Wildwood Road.

Trustee concerns were addressing a shed on the property as well as house direction pertaining to its address. Following discussion, it was the consensus of the Committee to move this item forward to the Village Board for approval.

#### **D. Consider Additional Subdivision Signs and a Maintenance Agreement within Willoughby Farms Estates**

The Willoughby Farms Estates Neighborhood Association is proposing four additional subdivision identification signs. These are signs that are erected solely for the purpose of displaying the name of the subdivision for identification purposes. Staff is requesting an agreement be entered between the Village of Algonquin and the Willoughby Farms Estates Neighborhood Association.

The proposed signs have a similar style to the existing Willoughby Farms Estates signs and will have a surface area of 4'x 7.3" and will be approximately 5' tall, which meets the sign code.

The proposed signs will be located in the common areas of Willoughby Farms Estates at the following locations:

1. Northwest Corner of Longmeadow Parkway and Sleepy Hollow Road in the Stormwater Detention Area/Lot 84
2. Southwest Corner of Longmeadow Parkway and Barrett Drive in the Open Space Detention
3. Northwest Corner of Longmeadow Parkway and Barrett Drive in the Landscape Easement/Lot 89
4. Northeast Corner of Longmeadow Parkway and Barrett Drive in the Landscape Easement/Lot 88

Staff has requested that an agreement be entered between the Village of Algonquin and Willoughby Farms Estates Neighborhood Association that would allow the construction of the signs in the proposed locations, hold harmless and indemnify the Village, and allow the Village to Association to repair, replace, or remove the signs if they fall into disrepair.

Staff will also request that the Willoughby Farms Estates Neighborhood Association provide the appropriate amount of landscaping around the base of each sign.

Staff recommends that the Committee recommend that the Village Board execute the Willoughby Farms Estates Maintenance Agreement.

Trustee concerns were making sure there were no line of sight issues, and no trees to be removed, the proposed signs seemed too plain, staff advised the signs were already approved and won't change, this agreement was for maintenance.

Following discussion, it was the consensus of the Committee to move this item forward to the Village Board for approval.

#### **E. Consider an Extension of PUD Ordinance 2020-O-25**

To approve an Ordinance extending Ordinance 2020-O-25: A Preliminary PUD, Preliminary Plat, Final Plat of Subdivision, Final Planned Unit Development and Special Use Permit for an Automotive Car Wash on Lot 1, and Special Use Permits for an Automobile Tire and Repair Facility on Lot 2, and Drive Through Restaurant with Outdoor Seating on Lot 3, On Property Near the Southeast Corner of Route 62 and Compton Drive.

Alan M Jacob of AMJ Legal Service has submitted a request for a two-year extension to the final Planned Development (PUD) for a development at the southeast corner of IL Route 62 and Compton Drive. According to Mr. Jacob, construction for this development has been delayed due to several factors that include a longer than anticipated engineering approval by the village as well as material and labor shortages.

This 3-lot PUD subdivision was approved to include a car wash (with special use), Goodyear tire store, and a future fast casual I restaurant. The building elevations for the car wash and Goodyear facility were also approved.

As noted above, this development received final PUD approval but did not move forward with construction primarily due to market conditions and a longer than anticipated engineering review. The Village of Algonquin Zoning Ordinance has certain standards regarding PUD timing. Specifically, the Ordinance provides that "If no construction has been started on any phase of development within two (2) years from the date of approval of the final plan, the permits shall be declared null and void and the project shall not be initiated unless it is resubmitted and reapproved in the same manner that it was approved in the first instance. The Village Board may, however, extend the period for initiating construction upon a showing of good and sufficient cause".

Staff recommends that the Committee recommend that the Village Board grant an extension to the planned development with the following conditions:

1. The final PUD shall be extended for an additional two years (24 months) effective the date of expiration of Ordinance 2020-O-25, July 7, 2022;
2. That all those conditions contained in Ordinance 2020-O-25 approving the final plat and final planned development shall remain in full force and effect.

Trustee concerns inquired why there were engineering delays, and what can be done in the future to prevent such delays, developers were also questioned as to the tenants for the car wash, tire store and fast food. The developers are still working on the specifics.

Following discussion, it was the consensus of the Committee to move this item forward to the Village Board for approval.

**AGENDA ITEM 4:** General Administration

Mr. Schloneger Presented:

**A. Consider Amending Chapter 15, Public Art, of the Algonquin Municipal Code**

In 2005, the Village developed the Public Arts Commission as an advisory commission to the Village Board to help with various policies, procedures, events and other Art related projects. There are many successes and accomplishments in the community as a result of the many dedicated hours that the commissioners have given throughout the years. However, in the past years the role of the Commission has changed, and there have been issues recruiting new volunteers to fill the commission. With that said, staff recommends repealing certain portions of Chapter 15, Public Art (15.04 Algonquin Public Arts Commission Creation; 15.05 Commission Purpose; 15.06 Commission, Appointment, Composition; 15.07 Meetings, Reporting and Record Keeping; 15.08 Commission Funding; 15.09 Commission Duties).

Staff will assume much of the duties previously assigned to the Commission, and will continue to seek community input involvement on a project by project basis - such as involving the community with the Art on the Fox event.

Following discussion, it was the consensus of the Committee to move this item forward to the Village Board for approval.

**B. Consider an Agreement with Professional Cemetery Services for Monthly Maintenance and Internment Services**

The Village of Algonquin is responsible for the maintenance and interment services for the Algonquin Cemetery. The Village contracts with Professional Cemetery Services. The current contract will expire April 30, 2022. Staff has negotiated a four-year agreement with Professional Cemetery Services. The same level of service delivery is expected to continue in the new contract agreement.

When interment includes additional cremains, at the same time of the burial, a fee will be added to the cost of the burial.

With the exception of the fee schedule, the service agreement has not changed. You will notice, when interring more than one cremains at a time an additional fee of 50% of the single interment of cremains will be charged. This will offset the cost of the larger ground opening and additional time spent by the contractor at the grave site.

Trustee concerns asked if the new fee structure included administrative costs, and why the cremation costs appeared high. Mr. Schloneger replied, according to Michelle Weber, although there is additional work for actual interment, the additional burial does not really affect the Village in a time/cost perspective. Public Works marks only one grave and Michelle spends an extra couple of minutes putting the data into the various databases. Therefore, we are not recommending any additional administrative cost pass-through above the rates currently shown.

Following discussion, it was the consensus of the Committee to move this item forward to the Village Board for approval.

**C. Consider a Donation of Certain Real Property**

Denk & Roche Builders, Inc. contacted the Village wanting to donate this vacant Property (19-28-158-010) along Algonquin Road to the Village of Algonquin, subject to the Village accepting responsibility for paying the 2022 taxes on the Property. The real estate taxes due in 2021 was \$10,818.68.

The Village desires to acquire and accept title to the Property from Denk & Roche Builders, Inc.

Following discussion, it was the consensus of the Committee to move this item forward to the Village Board for approval.

**D. Consider Amending the 2022-2023 Village Merit Compensation Plan**

Mr. Walker Presented:

On an annual basis, usually in the Spring, staff provides the Village Board our recommendations for the next fiscal year Merit Compensation Plan as according to Section 2.3.2 of the Village Policy Manual. Once again, I am seeking the Board's consideration and approval on amending this document for the next fiscal year (2022/2023).

After reviewing internal and external equity and salary data of comparable communities, I am recommending the a change in the Grade "Accounting Manager" from a 9 to a 10 to reflect the changes in responsibilities as well an increase in each grade.

Following discussion, it was the consensus of the Committee to move this item forward to the Village Board for approval.

**E. Consider Amending Chapter 33.07B, Liquor Control and Liquor Licensing – Number of Licenses Issued**

In accordance with an ordinance passed in 2013 limiting the number of allowable liquor licenses in all classes to the number of licenses issued at that time, the attached proposed ordinance adjusting the number of available liquor licenses in the following classes:

- Class A reduce from 5 to 3
- Class A-1 increase from 26 to 33
- Class A-3 elimination of this class as of May 1, 2022
- Class B-2 reduce from 8 to 7

Staff recommends the above adjustments to accommodate the May 1 class changes as well as the addition of a new applicant, The Oaks of Algonquin Senior Living, who recently applied for a Class A-1 license to go before the Liquor Commission for approval in the coming weeks.

Following discussion, it was the consensus of the Committee to move this item forward to the Village Board for approval.

**AGENDA ITEM 5: Public Works & Safety**

**A. Consider an Agreement with Resource Environmental Solutions for the 2022 Maintenance of the Village's Restored Natural Areas**

Ms. Zimmerman:

The Village would like to enter into a contract with Resource Environmental Solutions (formerly AES-Applied Ecological Services) for the 2022 maintenance of the Village's restored natural areas.

Each fall staff visits all of our natural area sites with an ecologist from RES. The sites are then assessed for maintenance needs and a plan is put together for the following year. Attached is a list of maintenance tasks for this year and the areas where they will take place.

Performing these types of maintenance activities each year assures us that our natural areas stay in excellent ecological condition. We control the invasive woody and weed species that pop up each year and would take over the sites if we were to forego maintenance, rendering them back to their degraded conditions.

RES has been performing this service for the Village for the past 10 years. They are intimately familiar with all of our sites. Their knowledge and experience in diligently carrying out our site assessments and maintenance protocols has left us with extremely healthy restorations and a green infrastructure network that functions almost flawlessly. For these reasons we would like to continue to use them for this work.

Funding for this work is budgeted in the Natural Area and Drainage Fund. Money in this fund is used for stormwater improvements and upgrades, as well as natural area maintenance and wetland/natural area projects.

It is staffs recommendation that the Committee of the Whole take action to move this matter forward to the Village Board for approval of 2022 Natural Area Maintenance Services to Resource Environmental Solutions for \$69,500.00.

Following discussion, it was the consensus of the Committee to move this item forward to the Village Board for approval.

**B. Consider an Agreement with Playground Safe for the Hill Climb Park Reconstruction**

Earlier this fiscal year, the playground equipment for Hill Climb Park was purchased by the Village because it is beginning to significantly deteriorate. The Village sent out a request for proposal for the installation of this equipment and some play surface upgrades associated with it. We sent out 5 RFP's and received 3 back. These were opened on March 17, 2022. Christopher Burke Engineering reviewed and evaluated the proposals and checked all necessary references and recommended Playground Safe LLC.

Money has been budgeted in the Park Fund in the amount of \$180,000.00 in the new fiscal year budget starting May 1<sup>st</sup> and work will begin after that date. Therefore, it is our recommendation that the Committee of the Whole take action to move this matter forward to the Village Board for approval of a contract with Playgroundsafes LLC in the amount of \$48,190.00.

Trustee concerns were the wide difference in the returned bids, wanting to make sure the quality was maintained. Ms. Zimmerman reached out to Doug Gotham at CBBEL who put the plans together, checked the bid prices, called the references and will be overseeing the construction. I believe he has satisfactorily answered the questions that came up (see below).

Playgroundsafes provided 3 references with their bid;

- Kristy DeBoer, Park Planner with the Waukegan Park District. I spoke with her and they used Playground safe to construct a park in 2021.
- Ken Wexler, Park Planner with the Glenview Park District. I spoke with him and they have used Playgroundsafes in the past to construct a playground.
- The last reference is Ross Burns, General Manager of All Surface Installers. This company would be the subcontractor for the poured in place rubber safety surface.

Both of the Park Districts said, as I wrote in my letter of recommendation, that Playgroundsafes did satisfactory work within the schedule and for the bid amount.

The item that has the most significant difference between the bidders is the poured in place rubber safety surface.

DESCRIPTION	CBBEL	PLAYGROUND SAFE	GREAT LAKES	HACIDENDA
POURED IN PLACE RUBBER SAFETY SURFACE	\$23,400.00	\$15,600.00	\$24,570.00	\$48,360.00
<b>BASE BID TOTAL</b>	<b>\$65,000.00</b>	<b>\$48,190.00</b>	<b>\$62,681.00</b>	<b>\$109,432.50</b>

This is an extremely specialized item. I used this material for a Village of Lincolnshire project to achieve an appearance that the staff and site required. The contractor for this project came from Missouri to install it. I spoke with Great Lakes prior to the proposal submittal and they indicated that the sub-contractor they would use would come from out of state. Playgroundsafes subcontractor (All Surface Installers) has a 847 area code, so I suspect that they are locale which would account for the price difference.

Following discussion, it was the consensus of the Committee to move this item forward to the Village Board for approval.

**C. Consider an Agreement with Sebert Landscaping for the 2022 Village Mowing Services**

The Village sent out a request for proposal for Village wide landscape maintenance. The request was sent to four contractors and we received two of these back; one from Sebert Landscape and one from Trinity Landscaping Maintenance.

The Village has been contracting landscape maintenance for a number of years and has realized significant cost savings and efficiency through this contracted service. This annual program provides a variety of landscape services to our many sites which includes turf grass mowing and planter bed maintenance. Sebert Landscape of Bartlett, Illinois has been performing this service for the past three years. Because of this, they have now become familiar with our sites, our process and our standards for landscape maintenance.

Based on this experience the Village would like to renew our contract with Sebert Landscape. We believe we will get the best service from this contractor as they are already familiar with our requirements, thus eliminating the process of training and hand holding a new company.

Money for this service is budgeted in General Services, Water, Sewer, Building Maintenance, and Cemetery operating budget, in the amount of \$378,054.00. Therefore, it is our recommendation that the Committee of the Whole take action to move this matter forward to the Village Board for approval of landscape maintenance services in the amount of \$370,249.00 to Sebert Landscape for 2022 and further to authorize the Village Manager or his designee to sign an extension of this contract for an additional 2 years at the prices provided in the bid document.

Following discussion, it was the consensus of the Committee to move this item forward to the Village Board for approval.

**D. Consider an Intergovernmental Agreement with Kane County for Animal Control Services**

This item has been tabled

**AGENDA ITEM 6:** Executive Session

None

**AGENDA ITEM 7:** Other Business

Trustee Glogowski clarified his comments from the last Board meeting regarding the Oswego Ordinance at the DuPage Water Commission, added to the participation were Montgomery and Yorkville not Plainfield.

Trustee Smith gave the Recreation Staff congratulations on the successful Easter Egg Hunt event.

**AGENDA ITEM 8:** Adjournment

There being no further business, Chairperson Auger adjourned the meeting at 8:15 p.m.

Submitted:

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Fred Martin, Village Clerk